

## Position Description Template

Name of volunteer	
Position title	
Location of position	
Organisation name	
Name of department or unit	
Start date	
End date (if short term assignment)	
Hours and days required per week (if applicable)	
Reports to	
Role or project overview and purpose, and how it relates to the organisation's mission	
Key responsibilities	
Skills and experience	
Training requirements	
Benefits for the volunteer	
Benefits to volunteer's employer (if applicable)	
Other requirements of the role	<input type="checkbox"/> Induction training <input type="checkbox"/> Police check <input type="checkbox"/> Medical check <input type="checkbox"/> Any other training required (please describe)  <input type="checkbox"/> Any other special conditions (please describe)
Volunteer manager signature	
Volunteer signature	
Date	
Date of review	

## VOLUNTEER POSITION DESCRIPTION WORKSHEET & SAMPLE

Consider using or adapting this worksheet to develop position descriptions for the volunteer positions in your organisation.

<b>Position Title:</b> (what title has been assigned to the position)	Eg. After-School Tutor
<b>Location:</b> (where will the volunteer work?)	Eg. The After-School tutoring program is conducted at the XYZ library
<b>Responsible to:</b> (indicate the title of the person to whom the volunteer reports)	Eg. The Director or Tutors
<b>Broad Purpose of the Position:</b> (describes the specific purpose of the position in no more than 2 sentences.)	Eg. The position of After-School Tutor support (name of NFP organisation)'s educational program for high school students. The tutoring program is designed to help high school students achieve academic success and graduate on time.
<b>Duties/Activities:</b> (list the position's major duties)	
<b>Skills or qualities required for this role:</b> (list education, experience, knowledge and skills required. If a criminal history check or other background check is needed, it should be indicated here.)	This may include: <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge</li> <li><input type="checkbox"/> Abilities</li> <li><input type="checkbox"/> Willingness</li> <li><input type="checkbox"/> Skills/Qualifications</li> </ul>
<b>To be gained from this role:</b>	For example: <ul style="list-style-type: none"> <li><input type="checkbox"/> Develop or maintain work skills</li> <li><input type="checkbox"/> References to be used in job-seeking</li> <li><input type="checkbox"/> Work with a great group of people</li> <li><input type="checkbox"/> Help find and develop real solutions</li> </ul>
<b>Requirements of this role:</b>	For example: <ul style="list-style-type: none"> <li><input type="checkbox"/> Hours</li> <li><input type="checkbox"/> Orientation</li> <li><input type="checkbox"/> Training</li> <li><input type="checkbox"/> Attire</li> <li><input type="checkbox"/> Equipment</li> </ul>
<b>The Working Environment</b>	For example: <ul style="list-style-type: none"> <li><input type="checkbox"/> Work independently/team</li> <li><input type="checkbox"/> Work as a small/large group</li> <li><input type="checkbox"/> Work in a busy/relaxed environment</li> <li><input type="checkbox"/> Lots of responsibility/lots of support</li> <li><input type="checkbox"/> Support provided</li> </ul>